

JOB ANNOUNCEMENT

Title: Tutor

Requisition Num.: 028-2022

Open Date: 09/28/2022

Closing Date: Until Filled

Department: Education

Classification: Part-Time /Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Assist in providing intensive and extensive tutorial services for student's grades 1-12. The Tutor will help provide feedback to the Education Coordinator regarding the progress the students are making. This classification is casual employment. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of Rincon.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in providing academic support to assigned students, either in a group or individually.
- Responsible for maintaining records on each student who is being tutored, including follow-up and periodic assessment.
- Handle confidential information.
- Support student's development of positive attitudes toward learning and studying.
- Foster student's development of self-confidence, raises self-concept, and reduces anxiety or fear of failure in academic work.
- Encourage student's motivation in academic areas.
- Help students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.
- Assist students in developing of study skills necessary for academic success.
- Serve as role model for students.
- Assist in designing and implementing cooperative projects.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it in to the Human Resources Department at the Government Center or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

OTHER DUTIES Cont'd

- Attends required meetings and trainings.
- Perform other related duties as required.

JOB QUALIFICATIONS

Education/Experience and/or Training:

- High School Diploma, or GED.
- Minimum of 12 units/credits in Child Development preferred.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Proficiency with all current Microsoft Office programs as well as any other software programs, online communication platforms and other technology necessary to perform the job.
- Experience developing communication materials, including PowerPoint presentations, flyers, brochures, booklets, etc.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.